

Candidate Handbook and Resource Guide



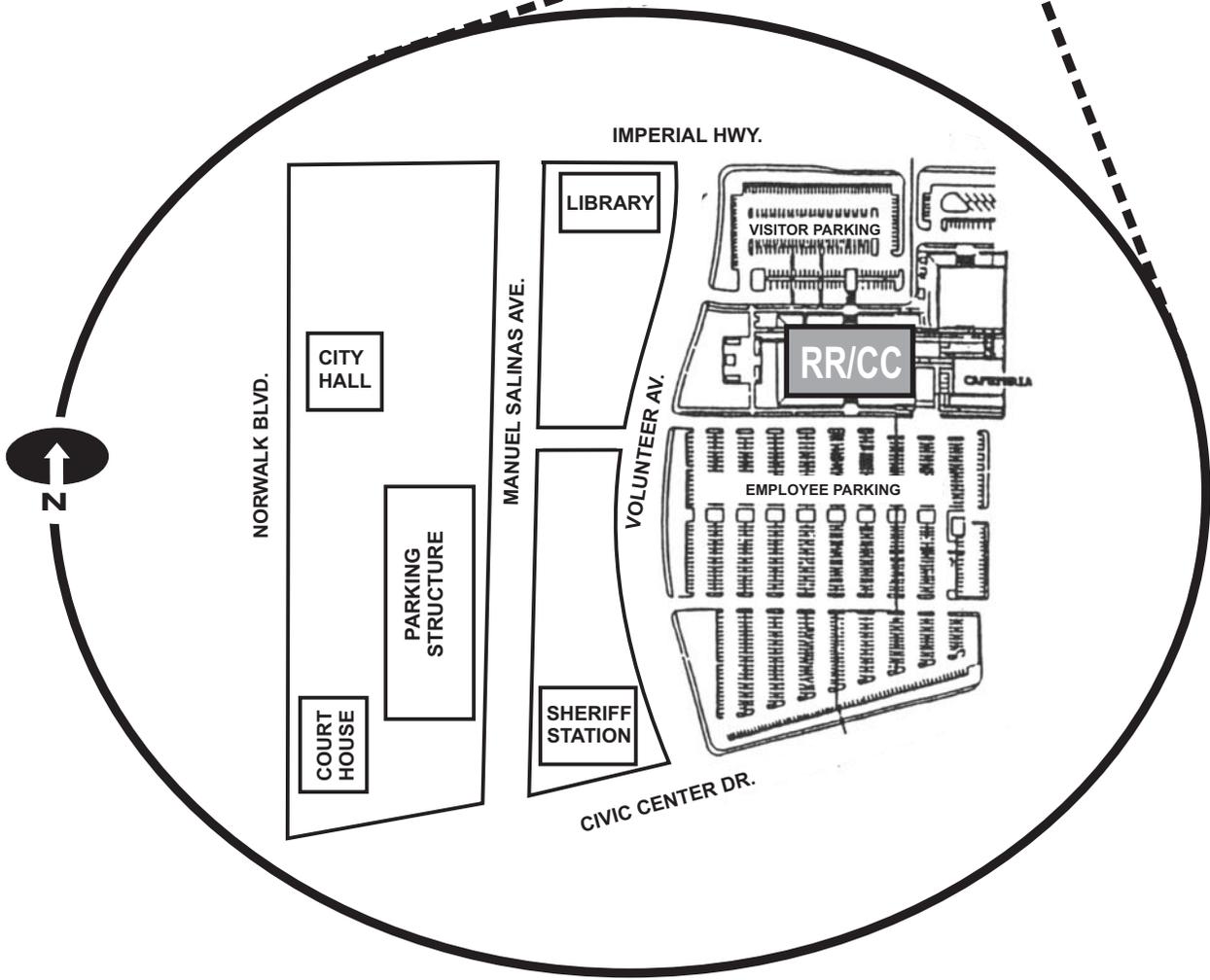
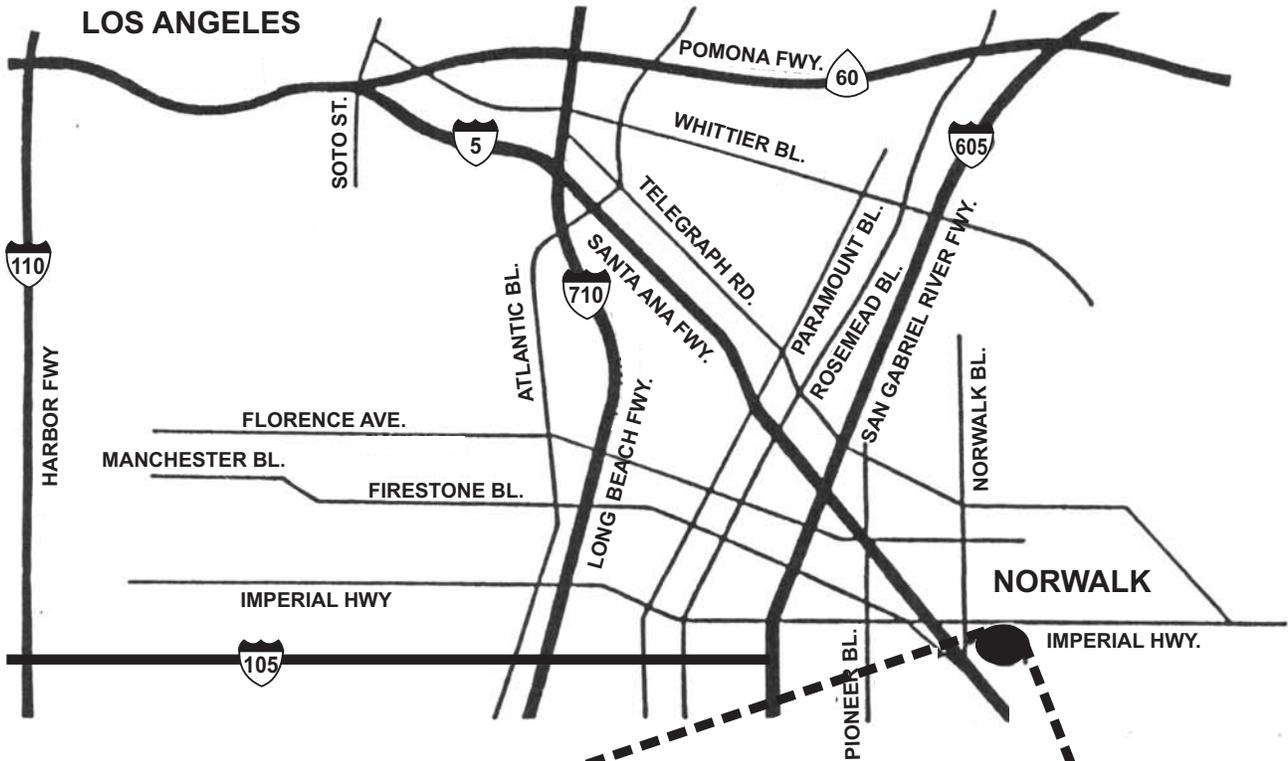
**53rd State Assembly District
Special Primary Election
September 13, 2005**

**Special Election
November 8, 2005**



Conny B. McCormack
Registrar-Recorder/County Clerk
12400 Imperial Highway - Norwalk, CA 90650
(562)466-1310

COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
12400 IMPERIAL HWY., NORWALK, CA 90650



NOTICE

This Candidate Handbook & Resource Guide has been prepared to assist you in filing documents relating to the election. It includes a calendar of events and summary of provisions and filing requirements. It is not intended to provide legal advice and is for general guidance only.

Please note that it is not within the purview of this office to determine whether a candidate meets the requirements for holding office. Individuals with questions concerning their own or other candidate qualifications or other related matters should seek legal counsel.

Candidates and others using this Handbook & Resource Guide must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained therein.

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SECTION 1

**53rd STATE ASSEMBLY DISTRICT
SPECIAL ELECTION TO FILL A VACANCY**

SEPTEMBER 13, 2005 – SPECIAL PRIMARY ELECTION

DATES		EVENTS
JUNE 29 (W) E-76		GOVERNOR’S PROCLAMATION On this date, the Governor issued the proclamation calling the Special Election. (E. C. § 10700)
JULY 1 (F) E-74	JULY 18 (M) E-57*	PETITION FORMS FOR SIGNATURES IN LIEU OF FILING FEE Petition forms may be obtained to secure signatures in lieu of all or a portion of the filing fee. Signatures submitted on in lieu petitions may also be applied to the signature requirements on nomination documents. The petitions must be filed no later than July 18. (E. C. § 8106)
JULY 12 (Tu) E-63	AUG. 1 (M) E-43	NOMINATION PERIOD (INCLUDING INDEPENDENT CANDIDATES) First and last day to circulate and leave nomination documents for examination and certification. (E. C. §§ 8020, 8028, 8040, 8062 & 10704)
JULY 18 (M) E-57*		SIGNATURE IN LIEU PETITIONS DEADLINE Last day for candidates to file signature in lieu petitions. Candidate will be notified within 10 calendar days of filing the petition of any deficiency. Candidate may then, prior to the close of the nomination period, submit a supplemental petition or pay the prorata portion of the filing fee to make up the deficiency. (E.C. §§ 8061 & 8106)
JULY 18 (M) E-57	AUG. 30, (Tu) 5 P.M. E-14	WRITE-IN CANDIDATES DECLARATION PERIOD A name written on a ballot will not be counted unless the person has filed a declaration of candidacy during this period stating that he or she is a write-in candidate for the election. (E. C. §§ 8600 & 8601)

*Date adjusted due to weekend and/or holiday

DATES	EVENTS
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<p>AUG. 1, (M) 5 P.M. E-43</p>	<p>CANDIDATE STATEMENTS During this period candidates for state legislative office agreeing to voluntarily limit their campaign expenditures may submit a statement for inclusion in the sample ballot. The statement (shall not exceed 250 words) and the estimated fee must be submitted by this date. (Govt. Code § 85601)</p>
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<p>AUG. 2 (Tu) E-42</p>	<p>AUG. 11 (Th) 5 P.M. E-33</p>	<p>PUBLIC EXAMINATION PERIOD FOR CANDIDATE STATEMENTS/CANDIDATES' NAMES AND BALLOT DESIGNATIONS During this period candidate statements, candidates' names and ballot designations shall be open for public examination. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the material to be amended or deleted. (E. C. § 13313)</p>
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<p>AUG. 2 (Tu) E-42</p>	<p>RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE The Secretary of State shall hold a public drawing to determine order of candidates' names on ballot by randomly drawing each letter of the alphabet. (E. C. § 13112)</p>
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<p>AUG. 4 (Th) E-40</p>	<p>COPIES OF VOTER INDEX Date voter index available to candidates or committees (not to exceed two (2)) at a cost of fifty cents (\$.50) per thousand names. (E. C. § 2184)</p>
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<p>AUG. 4 (Th) E-40</p>	<p>AUG. 23 E-21</p>	<p>MAIL SAMPLE BALLOTS A sample ballot booklet shall be mailed to each voter in the district during this period. (E. C. § 13303)</p>
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<p>AUG. 5 (F) E-39</p>	<p>CERTIFICATION OF NOMINATION DOCUMENTS TO SECRETARY OF STATE Last day to certify and transmit nomination documents to Secretary of State. (E. C. § 10704)</p>
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DATES		EVENTS
AUG. 15 (M) E-29		PRECINCT OFFICERS AND POLLING PLACES – APPOINTMENT Last day to appoint precinct officers and designate polling places. A notice of appointment shall be mailed to each precinct officer appointed. (E. C. §§ 12286, 12307 & 12319)
AUG. 19 (F) E-25	SEPT. 6 (Tu) E-7	ABSENT VOTERS – FIRST AND LAST DAY TO APPLY Applications may be filed between these dates (both dates inclusive). Applications received prior to the 25th day preceding the election will be kept and processed during this period. (E. C. §§ 3001 & 10704)
AUG. 29 (M) E-15		REGISTRATION CLOSES Last day to register or transfer to vote in the election. (E. C. § 2107)
AUG. 30 (Tu) 5 P.M. E-14		WRITE-IN CANDIDATES DECLARATION DEADLINE Last day for a candidate to file a declaration of candidacy stating that he or she is a write-in candidate for the election. (E. C. §§ 8600 & 8601) BILINGUAL PRECINCT OFFICER LIST Last day to prepare list of appointed bilingual precinct officers. (E. C. § 12303)
SEPT. 6* (Tu) E-7*		TALLY CENTER LOCATION PUBLICATION Not later than this date a notice specifying the public place to be used as the central tally center for counting the ballots shall be published once in a newspaper of general circulation within the district. (E. C. § 12109)

*Date adjusted due to weekend and/or holiday

DATES	EVENTS
SEPT. 6 (Tu) E-7	<p>PRECINCT OFFICERS AND POLLING PLACES PUBLICATION Not later than this date, a list of precinct officers and polling places for each precinct shall be published once in a newspaper of general circulation within the district. (E. C. § 12105 & Govt. Code § 6061)</p> <p>CANVASS ABSENT VOTER BALLOTS The canvass may commence on the 7th day before the election but the results of the tally shall not be released until after the polls close. (E. C. § 15101)</p> <p>COMPUTER PROGRAM TO SECRETARY OF STATE Last day to send copy of computer vote counting program and Certificate of Logic and Accuracy Test to Secretary of State. (E. C. § 15001)</p>
SEPT. 7 (W) E-6	<p>SEPT. 13 (Tu) E</p> <p>EMERGENCY ABSENT VOTING Between these dates any voter may apply for an absentee ballot if conditions require his or her absence from the precinct on election day. The voter may designate an authorized representative to pick up and return the ballot. (E. C. §§ 3021 & 3110)</p>
SEPT. 13, (Tu) 8 P.M. E	<p>ELECTION DAY Polls open 7 A.M. and close 8 P. M. (E. C. §§ 10541 & 14212)</p> <p>NOTE If at the hour of closing, there are any other qualified voters in the polling place or in line at the door, who have not been able to vote since appearing, the polls shall be kept open a sufficient amount of time to enable them to vote. (E. C. § 14401)</p> <p>ABSENT VOTER BALLOTS RETURNED – 8 P.M. Last day for absent voter ballots to be received or turned in personally by the voter at any polling place in the jurisdiction. A designated family member may return the voted ballot under specified conditions. (E. C. §§ 3017 & 3020)</p>

DATES	EVENTS
SEPT. 15 (Th) E+2	OFFICIAL CANVASS The official canvass shall commence no later than the first Thursday following the election. (E. C. § 15301)
SEPT. 20 (Tu) E+7	COMPLETION OF OFFICIAL CANVASS The official canvass must be completed within 28 days of the election. The legal deadline for elections officials to certify the election result is October 11, 2005. (E. C. §§ 15301 & 15372)

If any candidate receives a majority of all votes cast at the special primary election he or she shall be declared elected and the special general election shall not be held.
(E. C. § 10705)

If no candidate receives a majority of votes cast at the special primary election, the name of the candidate of each qualified political party who receives the most votes cast for all candidates of that party shall be placed on the special general election ballot as the candidate of that party.
(E. C. § 10706)

**53rd STATE ASSEMBLY DISTRICT
SPECIAL ELECTION TO FILL A VACANCY**

NOVEMBER 8, 2005 – SPECIAL GENERAL ELECTION

DATES	EVENTS
SEPT. 29 (Th) E-40	OCT. 18 (Tu) E-21 MAIL SAMPLE BALLOTS A sample ballot booklet shall be mailed to each voter in the district during this period. (E. C. § 13303)
OCT. 11* (Tu) E-28*	NOV. 1 (Tu) E-7 ABSENT VOTERS – FIRST AND LAST DAY TO APPLY Applications may be filed between these dates (both dates inclusive). Applications received prior to the 28th* day preceding the election will be kept and processed during this period. (E. C. §§ 3001 & 3003)
OCT. 11* (Tu) E-28*	PRECINCT OFFICERS AND POLLING PLACES APPOINTMENT Last day to appoint precinct officers and designate polling places. A notice of appointment shall be mailed to each precinct officer appointed. (E. C. §§ 12286, 12307 & 12319)
OCT. 24 (M) E-15	REGISTRATION CLOSES Last day to register or transfer to vote in the election. (E. C. § 2107)
OCT. 25, (Tu) 5 P.M. E-14	WRITE-IN CANDIDATES DECLARATION DEADLINE Last day for a candidate to file a declaration of candidacy stating that he or she is a write-in candidate for the election. (E. C. §§ 8600 & 8601) BILINGUAL PRECINCT OFFICER LIST Last day to prepare list of appointed bilingual precinct officers. (E. C. § 12303)
OCT. 31* (M) E-8*	TALLY CENTER LOCATION PUBLICATION Not later than this date a notice specifying the public place to be used as the central tally center for counting the ballots shall be published once in a newspaper of general circulation within the district. (E.C. § 12109)

*Date adjusted due to weekend and/or holiday

DATES	EVENTS
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<p>NOV. 1 (Tu) E-7</p>	<p>PRECINCT OFFICERS AND POLLING PLACES PUBLICATION Not later than this date, a list of precinct officers and polling places for each precinct shall be published once in a newspaper of general circulation within the district. (E. C. § 12105 & Govt. Code § 6061)</p> <p>COMPUTER PROGRAM TO SECRETARY OF STATE Last day to send copy of computer vote counting program and Certificate of Logic and Accuracy Test to Secretary of State. (E. C. § 15001)</p> <p>CANVASS ABSENT VOTER BALLOTS The canvass may commence on the 7th day before the election but the results of the tally shall not be released until after the polls close. (E. C. § 15101)</p>
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<p>NOV. 2 (W) E-6</p>	<p>NOV. 8 (Tu) E</p>	<p>EMERGENCY ABSENT VOTING Between these dates any voter may apply for an absentee ballot if conditions require his or her absence from the precinct on election day. The voter may designate an authorized representative to pick up and return the ballot. (E. C. §§ 3021 & 3110)</p>
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<p>NOV. 8, (Tu) 8 P.M.</p>	<p>ELECTION DAY Polls open 7 A.M. and close 8 P. M. (E. C. §§ 10541 & 14212)</p> <p>NOTE If at the hour of closing, there are any other qualified voters in the polling place or in line at the door, who have not been able to vote since appearing, the polls shall be kept open a sufficient amount of time to enable them to vote. (E. C. § 14401)</p> <p>ABSENT VOTER BALLOTS RETURNED – 8 P.M Last day for absent voter ballots to be received or turned in personally by the voter at any polling place in the jurisdiction. A designated family member may return the voted ballot under specified conditions. (E. C. §§ 3017 & 3020)</p>
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DATES	EVENTS
NOV. 10 (Th) E + 2	OFFICIAL CANVASS The official canvass shall commence no later than the first Thursday following the election. (E. C. §15301)
NOV. 28 (M) E + 20	COMPLETION OF OFFICIAL CANVASS The official canvass must be completed within 28 days of the election. The legal deadline for elections officials to certify the election result is December 6. (E. C. §§ 15301 & 15372)

SECTION 2

CANDIDATE QUALIFICATIONS AND ELIGIBILITY

53RD STATE ASSEMBLY DISTRICT SPECIAL PRIMARY ELECTION – SEPTEMBER 13, 2005

OFFICE & QUALIFICATIONS	TERM OF OFFICE	NOMINATING SIGNATURES MIN.	MAX	SALARY	FILING FEE
<p>Member of the 53RD State Assembly District</p> <p>Must Be a U.S. citizen. (Art. IV, Sec. 2(c), St. Const.)</p> <p>Must be a registered voter and otherwise qualified to vote for the office at the time that nomination papers are issued. (E. C. Sec. 201)</p>	<p>2 Years (Unexpired term) ending November 30, 2006. (Art IV, Sec 3 (a), St. Const.)</p>	40	60 (E.C. § 8062)	\$99,000	\$990.00

PARTY AFFILIATION – Candidate must have been affiliated with the political party shown on affidavit of registration, at least three (3) months prior to filing nomination documents, or for as long as he or she has been eligible to register to vote in the State. The candidate must not have been affiliated with any other qualified party within 3 months immediately prior to filing. (See Sec. 8001 (b) for exceptions); must not have served three (3) terms in the State Assembly since November 6, 1990. (E. C. Sec. 8001)

PLACEMENT OF NAME ON BALLOT – Secretary of State holds a public drawing to determine order of candidates' names on ballot by randomly drawing each letter of the alphabet. (E. C. Sec. 13111 and 13112)

SECTION 3

SIGNATURES IN LIEU OF FILING FEE PETITIONS

(E. C. Sec. 8106)

53RD STATE ASSEMBLY DISTRICT SPECIAL PRIMARY ELECTION

Official Filing documents are available between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays at the:

Registrar-Recorder/County Clerk's Office
12400 Imperial Highway, Norwalk, 2nd Floor, Room 2013

SIGNATURES IN LIEU OF FILING FEE - A candidate may submit a petition containing signatures of registered voters in lieu of paying the filing fee in order to run for office. Signatures in lieu of the filing fee must be submitted at the time the candidate applies for Nomination Documents.

Valid signatures in lieu of the filing fee are counted towards the number of signatures on a Nomination Paper **provided the signatures are registrants of the same party as the candidate**. If the requisite number has been met, no additional signatures are needed. If the required number has not been met, the candidate has the option of submitting additional signatures or paying the prorata amount of the filing fee to cover the invalid signatures. Signatures are verified within ten (10) days after submission and the candidate is notified of the number of invalid signatures. **If additional signatures are submitted, they must be filed by 5:00 p.m. on the last day to file nomination documents.**

Signature in lieu of filing fee petitions must be filed no later than the applicable filing deadline. Although valid signatures on signature in lieu petitions may be applied to the 40 – 60 nominating petition signatures requirement, the signature in lieu petition forms cannot be submitted for purposes of filing nominating petitions. Nominating petition forms will be available commencing July 12, 2005.

DEMOCRATIC AND REPUBLICAN PARTY CANDIDATES

FILING FEE	NUMBER OF SIGNATURES REQUIRED IN-LIEU OF FILING FEE**	PRORATED DOLLAR VALUE OF EACH SIGNATURE**
\$990.00	1,500	\$0.660000

** Any registered voter who is a resident of the district may sign an in-lieu of filing fee petition for any candidate for whom he/she is eligible to vote. Signatures in-lieu of filing fee are counted toward the number of signatures required on nomination paper, provided that the signers are of the same political affiliation as the candidate.

MINOR PARTY CANDIDATES***

Minor party candidates can either:

- 1) Obtain 1,500 signatures of voters eligible to vote at election or**
- 2) Obtain 10% of the registered voters affiliated with the same political party as the candidate or 150 signatures, whichever is less (as indicated below).**

MINOR PARTY	NUMBER OF SIGNATURES REQUIRED**	PRORATED DOLLAR VALUE OF EACH SIGNATURE**
American Independent	150	\$6.600000
Green	150	\$6.600000
Libertarian	150	\$6.600000
Natural Law	39	\$25.384615
Peace and Freedom	102	\$9.705883

**** Minor Party: A qualified party whose registered voters constituted less than 5% of the registered votes in the State at the last statewide election.
(E. C. Sec. 8106)*

SECTION 4

GENERAL INFORMATION FOR CANDIDATES

53RD STATE ASSEMBLY DISTRICT SPECIAL PRIMARY ELECTION

All candidates must be registered voters at time nomination documents are issued and otherwise qualified to vote for the office for which he or she is filing (E.C. § 201)

State law requires that all nomination documents contain the candidate's name and the elective office title to which he or she is seeking nomination or election; and be signed by the elections official at the time of issuance. Oral and written instructions regarding procedures to be followed in completing the nomination process are given to candidates or authorized agents when the forms are issued.

Only official documents issued by the Registrar-Recorder/County Clerk may be used. The forms are available at the Registrar-Recorder/County Clerk's Office, 12400 Imperial Highway, Norwalk, 2nd Floor, Room 2013, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding Saturdays, Sundays and holidays.

WRITTEN AUTHORIZATION FROM CANDIDATE - NOMINATION DOCUMENTS WILL NOT BE ISSUED TO OR ACCEPTED FROM AN UNAUTHORIZED PERSON. The authorization must be signed by the candidate.

FILING FEE REQUIRED - State law requires that a filing fee be paid by the candidate at the time the nomination documents are issued. Filing fees may be paid in cash, or by certified cashier's check or personal check. Checks are to be made **payable to the Secretary of State**. **All filing fees** received by the Secretary of State and County Elections Official **are non-refundable**.

CANDIDATE CANNOT WITHDRAW - There is no provision for withdrawal of candidacy once nomination documents are filed. (E. C. Sec. 8800)

ELECTION RESULTS - Because California State law allows a specified period after the election for the completion of the official canvass, results released on election night are considered semi-official. Absentee ballots which are returned to this office and at polling places on election day are not counted on election night. This is also true of provisional ballots which are cast at polling places. These ballots are processed during the official canvass to allow sufficient time for eligibility and/or signature verification. As a result, close races may not be determined until after the canvass is completed. Certified election results are released at the completion of the official canvass. **Refer** to the Calendar of Events in Section 1 of this information booklet for the date that the election results are scheduled to be certified.

CANDIDATE NOMINATION PROCESS

HOW DO I BEGIN CANDIDATE FILING PROCESS?

STEP 1 - Apply for Nomination Documents. Use the “**Candidate Registration and Qualification**” (CRQ) form to request nomination documents. Forms must be obtained from and filed with the RR/CC office, Election Information Section, 2nd Floor, Room 2013.

Fill out Candidate Registration and Qualification (CRQ) form:

- Name as you wish it to appear on ballot
- Full name as registered to vote
- Residence address
- Telephone/fax numbers/web site/e-mail
- Address and telephone number for publications/media/internet
- Elective office title for which you are applying
- Sign and date

State law requires that all nomination documents contain the candidate's name and the elective office title to which he or she is seeking nomination or election; and be signed by the elections official at the time of issuance. Oral and written instructions regarding procedures to be followed in completing the nomination process are given to candidates or authorized agents when the forms are issued.

STEP 2 - Receive Nomination Documents - AN APPLICATION FOR NOMINATION DOCUMENTS is prepared from information provided on the CRQ and must be signed by the candidate or an authorized agent. Verify that ballot name and office title are correct on all forms.

The following documents will be issued to each candidate and must be filed by the filing deadline:

- Declaration of Candidacy (refer to form on page 14)
- Nomination Papers (refer to form on page 15)
- Transliteration Form (refer to Section 9)
- Candidate Handbook and Resource Guide

A CAMPAIGN FINANCIAL DISCLOSURE packet is issued at this time.

General Information for Candidates (Cont'd)

STEP 3 - Complete Nomination Documents

A Declaration of Candidacy Form is prepared from information provided on the Candidate Registration and Qualification form. This declaration form must be signed by the candidate acknowledging name and ballot designation (occupation) requested to be printed on ballot. Candidate must provide the following required information and verify that the addresses, telephone/fax numbers/e-mail are correct for publication.

1. Fill in name and designation (occupation) to appear on ballot. Refer to "Name to Appear on the Ballot" and "Ballot Designation Provisions" in this Section
2. Fill in residence, business and mailing addresses
3. Day time, evening and telephone numbers (Fax numbers, e-mail and web site address information is optional)
4. If an incumbent, you must list the name of public office you presently hold
5. Print name in space provided in "Oath of Office"
6. Fill in place of execution and date
7. Sign name under penalty of perjury that information is true and correct.

The top page of the Declaration of Candidacy form includes three 'OFFICIAL TIMING' stamps at the top. Below them is the title 'Declaration Of Candidacy' with a reference to Sections 200, 8040, 10226, 10511, 10602, and Code of Civil Procedure Section 2015.5. The form asks the candidate to declare themselves as a candidate for nomination to the office of _____, to be voted for at the Election to be held on _____. It includes a section for 'NAME AS IT WILL APPEAR ON BALLOT' and 'BALLOT DESIGNATION REQUESTED'. There are checkboxes for Residence Address, Business Address, and Mailing Address, each with fields for City, State, and Zip Code. It also includes fields for E-Mail, Fax No., and Web site. A note at the bottom states 'IMPORTANT: BACKSIDE OF PAGE MUST ALSO BE COMPLETED'.

The bottom page of the Declaration of Candidacy form starts with a section for 'I am or present an incumbent of the following public office (if any):' followed by a line for 'NAME OF PUBLIC OFFICE'. It contains an 'Oath of Office' where the candidate swears to support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic. Below the oath, there is a section for 'I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.' followed by a line for 'Executed by me on this ____ day of ____ in the year ____'. At the bottom, there is a section for 'FOR USE BY REGISTRAR-RECORDER/COUNTY CLERK'S OFFICE' with a line for 'Examined and certified by me this ____ day of ____ in the year ____'. The Registrar-Recorder/County Clerk's name, 'CONNOR B. MCCORMACK', is printed, along with a signature line and the title 'Registrar-Recorder/County Clerk'.

Note: This form must be notarized if it is signed outside of the State of California.

General Information for Candidates (Cont'd)

STEP 4 – Filing Nomination Documents

Listed below are mandatory and optional documents to be filed for candidacy. It is the obligation of the candidate to ensure that filing requirements and deadlines have been met.



All candidates are urged to file documents as early as possible to avoid a last minute rush.

DOCUMENTS	APPLIES TO	FOR FURTHER INFORMATION CONTACT
Nomination Papers	All Candidates	Election Planning Section (562) 462-2317
Declaration of Candidacy	All Candidates	Election Planning Section (562) 462-2317
Candidate Statement Form	Optional for All Candidates (That meet campaign expenditure limitations)	Election Planning Section (562) 462-2317
Transliteration Form	All Candidates	Multilingual Voting Service (562) 462-2730 or (562) 462-2832
Candidate Campaign Statement Forms	All Candidates	Campaign Financial Disclosure Section (562) 462-2339

STEP 5 – Receive Candidate Receipt for Nomination Documents

CANDIDATE RECEIPT FOR NOMINATION DOCUMENTS

The following documents have been received.

NOMINATION (Date / Initials)	CAMPAIGN (Date / Initials)
Declaration of Candidacy or Affidavit of Nominee _____	Confirmation Notice (700) _____
Nominating Petition _____	Statement of Economic Interests (700) _____
Supp. Nominating Petition _____	470 Declaration (Shout Form) _____
Candidate Qualification Confirmation (Judicial, Sheriff & DA) _____	Code of Fair Campaign Practices _____
Transliteration Form _____	800 Election Campaign Declarations (DA, Assessor, Sheriff, Supervisor) _____
Candidate Statement (Optional) _____	808 Deposit of Personal Funds Declaration _____

NAME TO APPEAR ON BALLOT	
OFFICE AND DISTRICT	FILED NUMBER
	ELECTION NUMBER
	CONTEST NUMBER
PARTY (IF APPLICABLE)	ISSUE DATE

199-100

NAME TO APPEAR ON THE BALLOT

The **ballot name** may be designated as follows:

- First, middle and last names.
- Initials only and last name.
- A nickname may be included but must be in parentheses () or quotation marks “ ”.
- A short version of the first name, such as “Bill for William,” “Dick for Richard” or “Kathy for Kathleen.”

NO TITLES OR DEGREES ARE ALLOWED IN THE BALLOT NAME. (E.C. § 13106)

WITHIN ONE YEAR OF ANY ELECTION, A CHANGE IN LEGAL NAME SHALL NOT APPEAR ON THE BALLOT UNLESS THE CHANGE WAS MADE BY MARRIAGE OR BY DECREE OF COURT. (E.C. § 13104)

TRANSLITERATION OF CANDIDATE NAMES - Candidates may request that their names be transliterated into Chinese, Japanese and Korean. Candidates must complete a Transliteration Form and file it with their nomination documents by the specified deadline (43 days prior to the election). Candidates may review the transliteration of names and submit changes to the elections official no later than the last day of the review period. To schedule a review of your transliterated name, you may call (562) 462-2730 or (562) 462-2832. Refer to Multilingual Voting Services Chapter for additional information.

BALLOT DESIGNATION PROVISIONS

SELECTING YOUR BALLOT DESIGNATION - The **ballot designation** describes the current profession, vocation, occupation or incumbency status of the candidate that will appear on the ballot under the candidate's name.

Ballot designations:

- Can be no more than three words.
- Must appear on the Declaration of Candidacy at the time it is filed.
- Become public record once the information is filed on the Declaration of Candidacy. Ballot designations **cannot be changed after the final date to file nomination documents**.

The listing of a designation on the ballot is OPTIONAL. Only one of the following categories is allowed:

- 1) **Elective Office Title:** Words describing an elective office title may be used **IF** the candidate holds the office at the time nomination documents are filed and the office was filled by a vote of the people.

Example A: Governing Board Member

Example B: Board member, XYZ School District

- 2) **Incumbent:** The word **Incumbent** may be used if the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

- 3) **Appointed Incumbent:** The words **Appointed Incumbent** must be used if the candidate was appointed to the office and is seeking election to that office. The word Appointed may also be used with the office title.

Example A: Appointed Incumbent

Example B: Appointed Board member, XYZ School District

Exception: Candidates appointed to office in lieu of an election **do not** have to use the word appointed.

General Information for Candidates and
Ballot Designations (Cont'd)

- 4) **Principal Occupation:** No more than **three words** to either describe the current principal profession, vocation or occupation of the candidate **or** the principal professions, vocations or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. State geographical names are considered one word.

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: CEO/Councilmember

- 5) **Community Volunteer:** A Community Volunteer shall constitute a valid principal profession, vocation or occupation subject to the following conditions:
- 1) A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation.
 - 2) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation or occupation.
 - 3) A candidate is not engaged concurrently in another principal profession, vocation or occupation.
- 6) **No Occupation Desired:** If no ballot designation is requested, write the word "NONE" and place your initials in the space provided for ballot designation on the Declaration of Candidacy form.

FORMAT OF BALLOT DESIGNATION - Ballot designations selected which exceed space allotted on the ballot (approximately 60 characters) are printed in a smaller typeface pursuant to § 13107(f) of the California Elections Code. **Restrictions:** The rules governing ballot designations can be the subject of confusion. The California Secretary of State's ballot designation regulations are available at the public counter in the Election Information Section, 2nd Floor, Room 2013.

REJECTION OF BALLOT DESIGNATION - If the designation appears to be in violation of any of the restrictions set forth in the California Elections Code, this office will provide you with a "Ballot Designation Worksheet." This worksheet is intended to assist in the prompt evaluation of requested ballot designations. This office may also request that a candidate submit additional documentation to support the proposed ballot designation.

If a candidate's ballot designation is in violation of any of the restrictions, the candidate will be notified by certified mail return receipt requested, addressed to the mailing address appearing on the candidate's Declaration of Candidacy. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot. (E.C. § 13107(c)).

General Information for Candidates and
Ballot Designations (Cont'd)

UNACCEPTABLE DESIGNATIONS - Pursuant to Elections Code §13107(b), the election official shall not accept a ballot designation if:

- a. It would mislead the voter.
- b. It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous or eminent.
- c. It abbreviates the word "retired" or places it following any word(s) that it modifies.
- d. It includes a word or prefix, such as "former" or "ex", which means a prior status. The only exception is the use of the word "retired."
- e. It includes the name of any political party, whether or not it has qualified for the ballot.
- f. It includes a word(s) referring to a racial, religious or ethnic group.
- g. It refers to any activity that is prohibited by law.

GUIDELINES TO ACCEPTABLE BALLOT DESIGNATIONS (BASIC TEST):

- a. Is it true?
- b. Is it accurate?
- c. Does it mislead?
- d. Is it generic? (This means "IBM" is out, "computer company" is okay.)
- e. Is it neutral? (This means not for or against)
- f. Is it how this person makes a living?

Candidates may review their own ballot designation, as well as that of other candidates, at this office during working hours Monday through Friday from **August 2, 2005** through **August 11, 2005 (Excluding Saturdays, Sundays and Holidays.)**

If you have any questions regarding the nomination procedures, please call the Election Planning Section at (562) 462-2317.

SECTION 5

CANDIDATE STATEMENTS

California law permits local legislative candidates to file a candidate statement to be printed and mailed to voters in the sample ballot booklet. Candidates for state legislative offices, who voluntarily choose to limit their campaign expenditures in accordance with Proposition 34 by filing a FPPC Form 501 (refer to Section 8) may submit a candidate statement. Filing of a candidate statement is not mandatory but is permitted if the candidate desires to file and pay the appropriate fee.

ESTIMATED CANDIDATE STATEMENT COST

APPROXIMATE REGISTRATION	ENGLISH	ENGLISH & SPANISH	WORD LIMIT	WHO PAYS?
251,656	2,250.00	4,500.00	250	Candidate in Advance

NOTE: All checks for candidate statements are to be made payable to the Registrar-Recorder/County Clerks Office.

**STATE LAW PROVIDES STATEMENTS MUST BE FILED NO LATER THAN 5 P.M.
ON THE LAST DAY OF THE NOMINATION PERIOD**

1. Statement is optional and may include the candidate's age and occupation.
2. Statement may not include reference to other candidates. See information below and enclosed Notice to Persons Submitting Candidate Statements for restrictions.
3. No changes are allowed after statement is filed.
4. Statements are confidential until after close of the nomination period. Once the nomination period closes, the statements are open to public examination for a ten (10) calendar day period. During this period, a voter may seek a writ of mandate or an injunction requiring any or all material to be amended or deleted.
5. A candidate may request that the statement also be printed in Spanish and included in the sample ballots mailed to all voters in the election area. An additional fee is required to print the Spanish statement. **In compliance with California Law, only English and Spanish candidate statements are included in the Official Sample Ballot Booklet for candidates who wish to have one printed, at candidate's own expense.**
6. No reference to candidate's political party affiliation nor any partisan political membership or activity is permitted.

FORMS AND COST INFORMATION

1. Form on which statement is submitted is issued with nomination documents and contains word limitation and an estimated cost.
2. The estimated cost is determined prior to all information being available, therefore, it is an approximation of the actual cost that varies from election to election and may be significantly more or less depending on the actual number of candidates filing statements.

FORMAT AND CONTENT REQUIREMENTS

1. Statements must be neatly typed using upper and lower case letters. Use block paragraphs and single space format. Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. Words to be printed in **boldface** type, underscoring and/or CAPITALIZED are to be clearly indicated. However, the number of letters/words that can be in **boldface**, underscoring or CAPITALIZED shall not exceed 30 words per 250 word statement.

Format and Content Requirements (Cont'd)

2. All statements should be checked by the candidate for spelling and punctuation as the elections official is not permitted to edit any material contained therein. It is recommended that you do not use dashes or hyphens at the end of a line.
3. Statement will be typeset using Dutch801 Rm BT font in 10 point size. Statements will be printed in uniform type, style and spacing. Text submitted indented or centered will be typeset in block paragraph form. See example of Candidate Statement on the next page for recommended form and style content.

NOTE: If a statement is formatted to include numerous paragraph breaks and/or individual listings of accomplishments, endorsements, etc., the printed statement may extend to two (2) pages. In these cases, the actual cost for the statement may double and additional cost may be billed to you after the election.

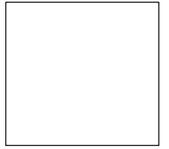
MINORITY LANGUAGE TRANSLATIONS - Minority language translations of candidate statements for voter information booklets may be provided in Chinese, Japanese, Korean, Spanish, Tagalog and Vietnamese for qualifying jurisdictions in accordance with National Voting Rights Act provisions and Department of Justice specifications. These booklets are sent only to voters who have requested translated material.

INDIGENT CANDIDATES - If a candidate alleges to be indigent and unable to pay the advance fee for submitting a candidate statement, the candidate shall submit an Affidavit of Financial Worth to the local agency to be used in determining the candidate's indigence eligibility. The affidavit shall be submitted by the candidate with their candidate statement by the specified deadline. The candidate shall certify under penalty of perjury the truth and correctness of the content of the affidavit. A determination shall be made whether or not the candidate is indigent and the local agency will notify the candidate of its findings. If a determination is made that the candidate is indigent, the local agency shall print and mail the statement without payment of the advance fee. The candidate will be billed the actual pro rata share of the cost following the election. If a determination is made that the candidate is not indigent, the candidate shall withdraw the statement or pay the requisite fee within three days of notification, excluding Saturdays, Sundays and state holidays.

ACCESS/PUBLIC EXAMINATION PERIOD - Candidate statements are confidential until the filing period ends on August 1st at 5 P.M. Candidate statements will be available for public examination from **Tuesday, August 2nd** (Saturday, office will be closed) through **Thursday, August 11th**. A fee may be charged to any person wishing to obtain a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the material to be amended or deleted. (E. C. § 13311)



CANDIDATE STATEMENT FORM — LEGISLATIVE OFFICES
READ INFORMATION ON BACK OF FORM BEFORE SUBMITTING STATEMENT



STATEMENT OF: JANE DOE

CANDIDATE FOR: Republican Candidate for
Member of the State Assembly, 53rd District

ELECTION DATE: 9/13/05

Please type your statement below in upper and lower case letters. The statement text will be typeset using font style DUTCH801 RM BT, size 10 point.

STATEMENT OF JANE DOE

*Republican Candidate for
Member of the State Assembly, 53rd District*

FORMAT/CONTENT: This is an example of an acceptable format to be used in a candidate's statement of qualifications. The guidelines for the content of the statement are in a separate section of the Candidate Filing Guide.

HIGHLIGHTS: It is acceptable for some words or phrases to be ***bold*** or underlined or ***bold and underlined***. Some words may also be in ALL CAPITAL LETTERS or in ***ANY COMBINATION***. The beginning of each paragraph may also be highlighted as shown in this example.

PARAGRAPHS: The candidate statement is printed in "block" paragraphs, which means each paragraph will start on the left and the right margins will be justified (as shown in this example). A double space will appear between paragraphs. Special indentions are not allowed. If a list is to be printed (clubs, accomplishments, goals, etc.), it will appear as shown in the following paragraph (with "dots" separating the items).

I belong to the following organizations: PTA... Chamber of Commerce ... Zoological Society ... Bridge Club. If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold; 4) be your servant. If a list is provided in an unacceptable format, the Registrar of Voters staff will make modifications so it conforms to these rules.

NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

CANDIDATE STATEMENTS LIMITED TO CANDIDATE'S OWN QUALIFICATIONS

Court Decision Prohibits Any Reference to Opponents

This decision applies to all candidates.

All prospective candidates should be aware of the Court of Appeals ruling in the recent court case of **Dean V. Superior Court**. The 1998 decision analyzed California Elections Code § 13307, the statute governing the content of a candidate's statement for local office. The Court of Appeals concluded that the statement prepared by a candidate for inclusion in a voter's pamphlet may include comments on one's own qualifications, but may not include comments on one's opponent's qualifications, or lack thereof. A copy of the **Dean** decision is available from our office at no cost.

The Dean decision is clear... candidates are not to refer to their opponents in any manner in the candidate's statement. All candidates should confine their voter pamphlet statement to a listing of their particular qualifications and pertinent biographical information.

Importantly, persons seeking office that use the candidate's statement as a forum for attacking an opponent are subject to legal action by the opponent. The opponent can request that the court strike all improper content in a candidate's statement. **If successful in this effort, the candidate can request, and the court can order the losing candidate to pay the attorney's fees and costs incurred by the opponent in challenging the candidate's non-conforming statement.** Accordingly, it is in each candidates best interest to use his or her allotted words wisely and within the permissible scope of Elections Code § 13307.

Prospective candidates are solely responsible for preparation and submittal of candidate's statements that are in conformance with Elections Code § 13307 and other pertinent provisions of the California Elections Code. Challenges to written material in a voter's pamphlet are governed by Elections Code § 13313, **which authorizes the courts** to amend or delete false, misleading or inconsistent material.

California Elections Code § 13308 and Case LAW, prohibits PROSPECTIVE CANDIDATES FOR JUDICIAL OFFICE from making any reference to another candidate for judicial office or to another candidate's qualification, character or activities. **In these cases**, the **COUNTY ELECTIONS OFFICIAL** is required to reject any such statement in its entirety. (Candidate will be advised in writing and if times permits the candidate may substitute another statement.)

CANDIDATE STATEMENTS – WORD COUNTING GUIDELINES

(Elections Code Chapter 1. General Provisions, Section 9)

The following guidelines are used by the Registrar-Recorder/County Clerk's Office for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do **not** apply to ballot designations for candidates. If the text exceeds the specified **250** word limit, the author will be asked to delete words or change text until the statement conforms with requirements.

1. Punctuation marks are not counted. Symbols such as "&" (and), and "#" (number/pound) are not considered punctuation and each symbol is counted as one (1) word.
2. The words "I", "a", "the", "and", "an" are counted as individual words.
3. **GEOGRAPHICAL NAMES** such as countries, states, counties, cities, towns, or jurisdictions are counted as one (1) word.
Such as: "City of Los Angeles" = 1 word
"City and County of San Francisco" = 1 word
4. **ABBREVIATIONS** each acronym or abbreviation for a word, phrase, or expression is counted as one (1) word.
Such as: UCLA, PTA, USMC, LAPD, U.S.M.C.
5. **HYPHENATED WORDS** that appear in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word.
Such as: Attorney-at-law
6. **DATES...** consisting of a combination of digits are counted as one (1) word.
Such as: 3/18 7/21/89

DATES... consisting of a combination of words and digits are counted as two (2) words.
Such as: July 21, 1983 18 June, 1987
7. **NUMERIC COMBINATIONS** are counted as one (1) word.
Such as: 1973 13 1/2 1971-73 5% 8/3/73 #14
8. **MONETARY AMOUNTS**
Such as: \$1,000.00 are counted as one (1) word
Such as: \$4 million are counted as two (2) words
9. **NAMES OF PERSONS AND THINGS** are counted as individual words.
Such as: Gus Enwright (2 words)
L. A. Basketball Team (3 words)
10. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.
Such as: 1-800 815-2666 1-562-462-2317
11. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.
Such as: <http://www.co.la.ca.us> www.lavote.net <http://www.lacounty.info>

SECTION 6

SECTION 7

SECTION 8

**CAMPAIGN STATEMENT FILING REQUIREMENTS FOR ALL CANDIDATES
AND COMMITTEES PARTICIPATING IN THE SEPTEMBER 13, 2005
53RD ASSEMBLY DISTRICT SPECIAL PRIMARY ELECTION**

FORM 501

Candidates who **intend** to receive contributions from others for their campaign, must file a Candidate Intention Statement, Form 501, with the **Secretary of State's Office**.

FORM 410

Recipient committees, including any group, individual or candidate, that receive \$1,000 or more in contributions during a calendar year must file with the **Secretary of State** a Statement of Organization, Form 410, within 10 days of receiving the contributions.

FORM 470

Candidates who **anticipate** receiving less than \$1,000 in contributions and spending less than \$1,000 during the entire calendar year, exclusive of the cost of a candidate statement, if paid from personal funds, may reduce their filing obligation by filing a Form 470, Candidate and Officeholder Campaign Statement-Short Form by August 4. No further statements need be filed for this election **unless** the \$1,000 threshold is reached.

Candidates who have filed a Form 470 and **thereafter** receive contributions or make expenditures totaling one thousand dollars (\$1,000) or more are required to send written notification to 1) the Secretary of State 2) the local filing officer and 3) each candidate contending for the same office. The notice must be sent within 48 hours of receiving or expending the one thousand dollars (\$1,000).

(Government Code Section 84206)

FILING PERIOD

2005 FILING REQUIREMENTS

All candidates/committees are required by the Political Reform Act to meet the first campaign statement filing deadline regardless of activity. The period covered by any statement begins on the day after the closing date of the last statement or January 1 if no previous statement has been submitted. Monetary penalties may be assessed for failure to file required statements. If you have any questions relating to filing requirements or need additional campaign statement forms, please contact the Campaign Finance Disclosure Section at (562) 462-2339. Detailed instructions for complying with the Political Reform Act are in each candidate's Campaign Finance Disclosure packet.

JULY 30 FIRST CAMPAIGN STATEMENT

(Sat) All candidates who did not file a Form 470 by August 4, their controlled
THROUGH committees and committees primarily formed to support or oppose
AUG. 4 candidates in this election, **must** file campaign statements at this time to
(Thu) cover the period between January 1, 2005 and July 30, 2005 even if no
reportable activity occurred during that time.

(Government Code Section 84200.8)

AUG. 27 **SECOND CAMPAIGN STATEMENT**
(Sat) The reporting requirements mentioned above apply to statements for the
THROUGH period between July 31, 2005 and August 27, 2005. Statements must be
SEPT. 1 filed by guaranteed overnight mail or by personal delivery.
(Thu) (Government Code Section 84200.8)

WITHIN **LATE CONTRIBUTION AND/OR LATE INDEPENDENT EXPENDITURE**
24 HOURS **REPORTS**
BETWEEN Each candidate or committee that makes or receives a contribution
AUG 28 (including a loan) of \$1,000 or more, or makes an independent expenditure
(Sun) of \$1,000 or more between August 28 and the election, shall report it by
AND facsimile, telegram, guaranteed overnight mail through the U.S. Postal
SEPT. 12 Service, or personal delivery within 24 hours.
(Mon) (Government Code Sections 84203 & 84204)

JAN. 1, **SEMI-ANNUAL CAMPAIGN STATEMENT**
2006 (Sun) Same requirements as above for the period between August 28, 2005 and
THROUGH December 31, 2005. (Government Code Section 84200)
JAN. 31,
2006 (Tue)

<u>WHERE TO FILE</u> The original and one copy with the Secretary of State; and two copies with the Los Angeles County Registrar-Recorder/County Clerk, Campaign Finance Disclosure Section.	
ADDRESSES FOR FILING CAMPAIGN FINANCE STATEMENTS	
Registrar-Recorder of Los Angeles County Campaign Finance Disclosure Section Mailing address: P.O. Box 1024 12400 Imperial Highway, Room 2003 Norwalk, CA 90650 Fax: (562) 651-2548	Secretary of State Political Reform Division Mailing address: P.O. Box 1467 1500 11 th Street Sacramento, CA 95812-1467 Fax: (916) 653-5054
<u>STATEMENT OF TERMINATION – FORM 410 (see PART 5)</u> Candidates and their committees are required to file semi-annual statements every six months until all campaign activity ceases and Form 410 (see Part 5) is filed. (Government Code Section 84214)	

Detailed instructions for complying with the Political Reform Act are in each candidate's Campaign Finance Disclosure Packet

**FOR ADDITIONAL INFORMATION, CONTACT THE
CAMPAIGN FINANCE DISCLOSURE SECTION**

TELEPHONE (562) 462-2339 ♦ FAX (562) 651-2548

REVIEW OF REPORTING REQUIREMENTS

Campaign Disclosure Filing Requirements for ALL Candidates and Committees

PLEASE READ CAREFULLY....

The Political Reform Act imposes certain duties and obligations on candidates, officeholders, committee treasurers and others participating in the political process. For example:

- Detailed records must be maintained for all financial activity; and contributions received for political purposes must not be commingled with personal funds.
- Campaign statements must be filed at specified times disclosing contributions received, expenditures made and other financial information. In some cases, however, candidates can avoid filing campaign statements by submitting a "Candidate and Officeholder Campaign Statement Short Form (Form 470)."
- The only postmark which can be accepted as evidence of a filing date is one for first class mail. Mail which is not received by the filing officer shall be presumed not to have been sent unless the filer possesses a postal receipt establishing the date of deposit, and the name and address of the addressee.
- Any candidate or committee who files an original statement after an imposed deadline is liable in the amount of \$10 per day after the deadline until the document is filed. The liability is limited to the cumulative amount reported in the last document or \$100, whichever is greater.

The failure to submit a required statement is a misdemeanor. Persons who fail to submit required statements are referred to the Fair Political Practices Commission.

DEFEATED CANDIDATES

Must file campaign disclosure reports until:

- ✓ Campaign committee has been terminated Form 410 (see Part 5)

It is recommended that campaign disclosure statements be mailed by certified mail or by purchasing a certificate of mailing. This will eliminate any question regarding receipt of your statement.

Unsigned forms are incomplete and are not considered filed until they are signed.

SECTION 9

MULTILINGUAL VOTING SERVICES

OVERVIEW OF MULTILINGUAL (ML) VOTER SERVICES PROGRAM

BACKGROUND

Public Law 102-344 extended the Voting Rights Act of 1965 (VRA) to federally mandate that Los Angeles County provide written and oral election assistance to limited-English, Chinese, Japanese, Korean, Spanish, Tagalog and Vietnamese-speaking voters.



Translation of Election Materials

A language is considered to be covered by the Voting Rights Act (VRA) as mandatory for the County's translated election materials if (1) more than 5% of the citizens of voting age are members of a single language minority and are limited English proficient (LEP) or (2) more than 10, 000 of the citizens of voting age are members of a single language minority and are limited English proficient.

Mandated Languages

Although the VRA requires a 5% standard for targeting for multilingual services, Los Angeles County has set a 3% standard to provide minority language materials in every election. If the number of eligible voters for a specific language is higher or equal to the 3% criteria, that language qualifies for translation. Languages that fall under the 3% criteria do not qualify for translation. This criteria not only identifies the election district/city areas throughout the county with a cost-effective method of meeting the VRA requirements, but also helps minimize printing/translation costs for election jurisdictions. The six minority languages that are required by Federal mandates in Los Angeles County are Chinese, Japanese, Korean, Spanish, Tagalog and Vietnamese.

Implications to Candidate

There are no implications to the candidate because the County will automatically provide *translated sample ballot booklets* to voters who request it two weeks before the election and after they received the English Sample Ballot booklet. However, as noted in the *Candidate Statements* (page 21) there is a cost for a Spanish translated candidate statement which appears in the English sample ballot booklet. This translation is optional and the candidate needs to make a request for this service and pay for it when he/she files candidate statements with RR/CC.

OVERVIEW OF MULTILINGUAL (ML) VOTER SERVICES PROGRAM – Cont.

MULTILINGUAL VOTER SERVICES

The ML Voter Services Program includes services such as:

- ◆ Bilingual Assistance Hotline (1-800) 481-8683.
- ◆ Upon request, translated election materials are mailed to voters before every election.
- ◆ Bilingual assistance at targeted polling places.

Translated copies of the “ML Voter Services” brochures are available at the RR/CC Election Information counter, 2nd Floor Room 2013 and online at www.lavote.net

TRANSLITERATION REVIEW PERIOD

Candidates may review transliteration of their names. Requests for changes must be submitted to the county elections official no later than the last day of the review period. Timeframe: **E-62 through E-60** (subject to change). To schedule a review of your transliterated name, you may call (562) 462-2730 or (562) 462-2832.

TRANSLITERATION FORM

I, _____, Candidate for nomination to the
office of _____

to be voted for at the _____

agree as indicated below:

CHECK ONE:

I will accept the transliteration of my name provided by the Los Angeles County Registrar-Recorder/County Clerk in Chinese, Japanese and Korean.

OR

I am submitting transliteration(s) for the languages below. I will accept the transliteration of my name provided by the Los Angeles County Registrar-Recorder/County Clerk for any language not submitted.

Languages

Name Transliteration

Chinese:

Japanese:

Korean:

I am aware of the deadline to submit transliterations and review period. I understand that I may request changes to transliterations during the review period and that transliterations are considered final upon expiration of the deadline. I further understand that there will not be an extension of the review period.

Candidate's Signature

Date

Candidate Filing #:

LOS ANGELES COUNTY

REGISTRAR-RECORDER/COUNTY CLERK

NEW SERVICE FOR LIMITED-ENGLISH VOTERS:

**TRANSLITERATION OF
CANDIDATE NAMES**

BACKGROUND:

Public Law 102-344 extended the Voting Rights Act of 1965 (VRA) to federally mandate that Los Angeles County provide written and oral election assistance in Chinese, Japanese, Korean, Spanish, Tagalog, and Vietnamese to limited-English proficiency voters. In January 2000, the Department of Justice further directed this office to *transliterate* the names of candidates in those languages that do not use Roman Characters. (*Transliteration* is the process of reproducing phonetic sounds as closely as possible from one alphabet or writing system into another.) These languages include Chinese, Japanese and Korean.

PROCESS:

This department will transliterate your name in Chinese, Japanese and Korean. Candidates will also be permitted to submit their own transliterations for each or all of these languages. A review period will be established to allow candidates to request changes prior to the deadline set to print translated sample ballots. Various minority community groups and news media assist this office by reviewing submitted transliterations to insure uniform name recognition within the community. Once transliterations are considered final, no further changes or submission of transliteration requests will be accepted after the review period. **There will be no exceptions.**

TRANSLITERATION FORM:

All candidates will be required to file this document together with their nomination documents but no later than the last day to file these documents.

2005

JANUARY

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31